



## **EMBASSY OF THE UNITED STATES OF AMERICA**

### ***Part Time Human Resources Assistant.***

*Individual sought with a three year Degree in Human Resources Management/Industrial Psychology or Administration. The incumbent will deal with various human resources functions like the recruitment and orientation of new employees, administering and reconciliation of employee benefits, maintenance of data and records related to employment, monitoring the staff performance plan, administering the training program, classifying positions and takes responsibility for the bi-weekly submission of the timekeeping information. This position is available on a part-time (20 hours per week) basis.*

#### ***Requirements:***

- *Namibian citizenship/work documents are required.*
- *Three years experience in Human Resource Management is a definite requirement.*
- *English Level IV Speaking/Reading/Writing (Fluent) is required. This will be tested.*
- *Computer literacy with proficiency in MS Word, Excel and Outlook is required. This will be tested.*

*Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 p.m. on or before April 18, 2014*

*Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)*

*Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.*

***Please note that all vacancies within the US Embassy are advertised on the following website: <http://windhoek.usembassy.gov>***